

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Treasury/Investments Manager GRADE: 34 DATE: 8/5/2020
SERIES: Corporate Finance and Accounting CODE: 1251 EEO: Officials/Admin FLSA: Exempt

Class Definition:

Under general direction and within the Department of Finance, manages a section within the Corporate Finance Department that performs the primary treasury and investment functions of the Commission – receives property taxes, user fees and rents; manages investments and receipt of bond sale proceeds; performs cash flow analyses and ensures cash drawdowns in support of the Commission’s cash requirements; ensures Commission bond and debt payments; oversees tax filings, oversees and manages petty cash and escheat property programs; facilitates system interfaces to accounting system; maintains banking relationships; serves as administrator for the trust program. Performs a full range of supervisory functions; oversees the work of consultants including financial advisors, custodians and the brokers who make the investments. Plans, develops, coordinates and ensures effective products and services within assigned functions. Identifies need for revised, enhanced or new policies, procedures, processes or programs; identifies and implements solutions to routine and non-routine problems and makes or recommends treasury and investment business process improvements; ensures coordination with stakeholders within and outside the Finance Department; and assists with ensuring programmatic compliance and added value. Ensures completeness, soundness, sufficiency and, as pertinent to the assignment, integration of section work across assigned financial functions. Serves as member of the Department’s management leadership team and as an adviser on treasury, investment and related financial management matters by applying special expertise in one or more functional domains. Some work is highly confidential or highly sensitive. On a regularly recurring basis, the work has important impact, Commission-wide, on treasury/investment products, services, programs or systems including high profile or high stakes matters. Applies comprehensive knowledge of professional accounting along with good working knowledge of related fields of financial management, and knowledge of a wide range of Commission-specific bodies of information altogether to ensure unit work products and services are effective. Independently performs various types of analyses and solves conventional, non-standard and challenging problems to ensure accuracy, adequacy and effectiveness in assigned functions. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities, and resources. The incumbent plans and manages all unit work within this framework and is held accountable for provision of effective financial management products and services including soundness of management advice and achievement of unit goals. The incumbent is expected to keep the supervisor informed and to seek assistance only for highly complex or very sensitive matters. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors such as skill and ingenuity in overcoming technical and non-technical problems including intra- and interdepartmental coordination challenges.

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Examples of Important Duties (Estimated Percentages):

1. Unit Management/Staff Supervision (±50-55%)

- Manages assigned work programs and unit. Keeps unit staff informed of Commission policies and procedures; establishes unit work program goals and objectives; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the unit; provides input for, and recommends approved unit budgets (controls expenditures); manages unit staff and other personnel in support of programmatic objectives and operational requirements; monitors work operations; ensures oversight of the work of consultants and contractors.
- Performs a full range of supervisory human resource (HR) management functions, unit wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations, and evaluates performance.

2. Quality Assurance/Quality Control/Related (±25-30%)

- Performs management-related quality assurance, control, related work such as:
 - Ensures prudent, effective investment of Commission's funds in compliance with Commission's investment policy and the following objectives: (a) protect the principal invested; (b) provide sufficient liquidity to meet cash flow requirements and (c) maximize investment return within the limitations of (a) and (b). Maintains the investment program making queries and running reports to ensure adherence to investment policy, assess risks, and tracks investments; monitors the work of custodians and brokers. Prepares monthly investment reconciliation and investment report reflecting investment activity and compliance with the Commission investment policy; reports are submitted for Executive Committee and Commissioner review. Reviews investment policy and recommends changes to the Secretary-Treasurer. Performs qualitative review on approved broker/dealer firms and recommends removal or addition.
 - Serves as administrator for the Commission's trust program. Ensures preparation and review of agenda, minutes, board materials and monthly financial statements. Invests funds and monitors compliance with policy. Coordinates with outside firms and is involved with RFP's and contracts.
 - Reviews property tax revenue receipts/projections, interface and other revenue postings, journal entries, electronic payments, bond/debt payments, tax filings, bank reconciliations, escheat property reports/filings and reconciliations thereof to ensure accurate and adequacy of staff work.
 - Ensures preparation of cash requirements and that incoming and outgoing wires are accounted for and transmitted timely. Ensures effective and timely analysis of bank

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accounts and financial requirements to estimate cash available for investments and ensure sufficient funds are available for fiscal needs.

- Ensures regular reviews to existing policies and programs to identify and address updates needed to comply or align with changing Federal, Maryland, County requirements and industry standards, reflect best practices, and communicate and support organizational practices and needs.
- Leads special studies, projects and initiatives; ensures that analysis is comprehensive, accurate and objective, that recommendations are supported through clear and well-documented analysis.
- Implements policies or programs, monitors actions and ensures that implementation is carried out effectively.
- Effectively communicates newly adopted policies or programs to ensure understanding and effective application.
- Maintains systems used for primary treasury and investment functions of the Commission. Reviews or prepares non-routine adjustments requested by operating departments. Designs, reviews or approves policies, procedures, forms, ledgers, journals and reports to establish routine accounting for larger, more complex activities.

3. Other ($\pm 20\%$)

- Prepares the Cash Note for the Commission's Comprehensive Annual Financial Report (CAFR), which is prepared in accordance with generally accepted accounting principles (GAAP). Provides program highlights for the Treasury Operations section of the CAFR. Researches and provides resolution and analysis to auditor inquiries.
- Prepares information for the annual budget including estimated total interest income and performance measure information. Reviews property tax revenue projections for submission to Secretary-Treasurer quarterly.
- Serves as a member of the Department's management leadership team. Identifies, recommends, and implements new work methods, policies, and procedures to enhance productivity and effectiveness. Works with other managers within the Department, and works with broader scope and senior management teams as well as interagency teams, to resolve problems, enhance inter-staff or interagency teamwork, develop and implement Department-wide changes in policies and procedures, and implement the Commission's overall accounting program. Makes presentations to the Department Director and higher levels concerning treasury and investment operations or proposed changes in policies, procedures and work methods.
- Serves as an adviser on accounting by applying special expertise in one or more functional domains such as systems accounting or the CAFR. Prepares formal studies, policy papers, executive summaries, final documents, and makes formal presentations.

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- Maintains confidentiality of data, including legally-protected personal information, proprietary and pre-decisional information not subject to public information disclosure, sensitive programmatic data, and other sensitive information.
- Identifies, prepares for, informs others of, and responds to emerging issues in the treasury and investment domains.
- Stays informed of developments in the treasury and investment domains, and of changes in guidelines applying to the areas of work focus.
- Communicates and interacts effectively with business contacts; this includes preparing (or ensuring that staff members prepare) provided-by-client (PBC) and bank-broker information requested by auditors, providing data, or access to data, in user-friendly forms, and answering their questions. Establishes and maintains or enhances working relationships, including teamwork, with internal and external contacts. Actively listens to ascertain key information, including perspectives, concerns, wants and needs of stakeholders, in relation to treasury/investment matters; seeks to obtain agreement, gain compliance or achieve other desired results.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating, word processing, accounting-banking-investing, manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching and performing other functions.

Important Worker Characteristics:

- A. (1) Comprehensive knowledge of, and skill in applying, the principles, methods, techniques and generally-accepted practices of professional accounting as a unit manager in such functions as systems accounting, accounts receivable, the general ledger, fixed assets accounting and CAFR development/production; this includes (a) professional level knowledge of GAAP and other guides such as Governmental Accounting Standards Board (GASB) issuances and (b) knowledge of, and skill in using, accounting-banking-investing tools and systems of the organization, or ability to rapidly acquire or apply this knowledge or skill set.
- (2) Knowledge of accounting-banking-investing and other financial management programs and processes of the Commission.*
- (3) Knowledge of a range of Commission work programs sufficient to review treasury and investment inputs and outputs and track investments across various accounts and banks and to advise on cash flow and investment solutions to work program cash flow issues.*
- (4) Knowledge of Commission organization, policies, and procedures (including accounting and investing processes, account codes, funding sources and other accounting- and investing-specific information).*

**Typically acquired or fully developed primarily after employment in this job class.*

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- B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, (2) budgeting, using capital and managing resources to accomplish work, and (3) managing work and supervising employees at the first level of supervision, or ability to rapidly acquire this knowledge or skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- C. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making recommendations and decisions. Examples include applying a wide variety of qualitative and quantitative measures to analyze treasury/investment problems; developing options for enhancement of programmatic or operational policies, processes and procedures; preparing the Cash Note for the CAFR; prepares for and responds to emerging treasury/investment management issues; identifying need for and making or approving changes to policies and procedures consistent with GASB issuances and audit reports; and selecting and applying various leadership techniques to unit operations and HR matters.
- D. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, in some situations, agree or comply or take other desired action(s). This includes skills in actively listening to ascertain key information, including perspectives, concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance or other desired results.
- E. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Finance, Accounting, Business Administration, Management, Public Administration or any related field.
2. Six years of progressively responsible experience that includes substantive work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 10 years.

Working Conditions:

Works in an office setting. Work is primarily sedentary and requires light physical effort. May be subject to various job demands such as high volume of work and tight deadlines.